



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 11112.1B

Code 0104

23 June 1995

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 11112.1B

From: Commanding Officer

Subj: UTILITY AND ENERGY MANAGEMENT

Ref: (a) Joint Commission on the Accreditation of Healthcare
Organizations Plant, Technology and Safety Management
Manual
(b) NAVMEDCOMINST 4100.1A
(c) NAVFACINST 11300.37
(d) OPNAVINST 11300.6A
(e) OPNAVINST 4100.5C
(f) NAVHOSP29PALMSNOTE 1601
(g) NAVHOSP29PALMSINST 5420.9A

Encl: (1) NAVHOSP29PALMS Form 11112/01 (Rev. 5/94)
(2) Instructions for Completing Work Requests

1. Purpose. To establish a Utility and Energy Management Program and to publish functions of the Energy Conservation Committee.

2. Cancellation. NAVHOSP29PALMSINST 11112.1A.

3. Background. The requirements for effective utility and energy management in a healthcare environment are set forth in references (a) and (b). Reference (c) provides guidance for utilities management at shore activities. Reference (d) requires vulnerability analysis and remedial plans of action for energy and utilities at Naval activities. Reference (e) provides energy management standards for shore activities.

4. Action

a. Energy Conservation Committee shall:

(1) Meet quarterly and convene under the cognizance of the Board of Directors, per reference (f).

(2) Monitor the utility operations to ensure a safe patient care environment.

b. Head, Facilities Management Department shall:

(1) Ensure a Utility Management Plan for the Command is established as set forth in reference (a).

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(2) Take action to correct problems that prevent the safe operation of any utility system or may pose a risk to patient care.

(3) Ensure the emergency power system is properly maintained and tested.

(4) Maintain a current and complete inventory of all utilities equipment.

(5) Ensure individuals who use or maintain utility systems are properly trained.

(6) Maintain inspection, testing, and maintenance standards for utility systems.

(7) Maintain current and complete documentation of the distribution of each utility system, including emergency shut-off controls.

(8) Ensure utility systems are functional and cost-effective.

(9) Plan for repair, retrofit or replacement of utility systems.

(10) Monitor and maintain utility and energy systems in accordance with reference (b).

(11) Follow guidance set forth in reference (c) for utility management.

(12) Perform analyses and develop emergency preparedness plans of action in accordance with reference (d).

(13) Follow the standards set forth in reference (e) for heating, cooling, and lighting of the facility.

(14) Ensure the routine work requests are prioritized and are:

(a) Completed by in-house maintenance or repair services.

(b) Submitted to Marine Corps Air Ground Combat Center Facilities Maintenance.

c. Department Heads shall:

(1) Notify by telephone Facilities Management Department of emergency service work situations that include:

(a) Power outages.

(b) Pipe leaks.

(c) Any deficiencies that can produce harm to any staff member or patient or seriously deter clinical services.

(2) Sign and submit a Naval Hospital Work Request, NAVHOSP29PALMS Form 11112/01 (Rev. 5/94), enclosure (1) to Facilities Management Department for non-emergency service work situations.

(a) Part one is completed at the departmental level.

(b) The original goes to Facilities. One copy stays in the department for tracking and documentation.

(c) Room painting, scratches in dry wall material and loose paper towel dispensers are examples of routine requests.

(3) Enforce energy conservation measures such as turning off computers, lights (not emergency egress red light switches), and equipment not in use or requiring charging.

d. Officer of the Day (OOD) shall:

(1) Refer to reference (f) for after hours instructions and weekend facility issues.

(2) Report non-emergency discrepancies to the Facilities Management Department on the next working day after the duty.

e. All personnel shall:


(1) Notify their department head of utility deficiencies noticed during working hours.

(2) Notify the OOD of utility deficiencies noticed after working hours.

(3) Not call any civilian contractor for support.

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5. New or Revised Forms. The Naval Hospital Work Request (NAVHOSP29PALMS Form 11112/01 (Rev. 5/94)) can be obtained from Central Files.

A handwritten signature in cursive script, appearing to read "C. S. Chitwood", is centered within a light pink rectangular box.

C. S. CHITWOOD

Distribution:
List A

NAVAL HOSPITAL WORK REQUEST					No.	
Part I to be completed by requestor						
Date Reported			Point of Contact			
Department					Extension	
Required Start Date			Room Number		Equipment Number	
Description						
Justification					Department Head Signature	
Part II to be completed by Facilities Management						
Date Received			Priority			
			Routine		Urgent	
			Emergency			
Category of Work			Craft Code			
Equipment			F acility			
Employee #1			Employee #2		Employee #3	
Hours #1			Hours #2		Hours #3	
Released	Scheduled	Completed	Status			
/ /	/ /	/ /				
Performed by			Accepted by		Q/A by	
/ /			/ /		/ /	

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INSTRUCTIONS FOR COMPLETING WORK REQUEST

1. This form cancels the NAVFAC 9-11014/29 currently being used by this hospital.
2. This form will be completed by the department requesting work and submitted in person or via guard mail to Facilities Management Department.
3. The Work Request should be completed as follows:
 - a. DATE REPORTED: Date the request is submitted to the Facilities Management Department.
 - b. POINT OF CONTACT: A point of contact in the department to whom questions can be addressed.
 - c. DEPARTMENT: The department requesting the work.
 - d. EXTENSION: Phone number of the department or point of contact.
 - e. REQUIRED START DATE: The date work is requested to start. Do not write ASAP.
 - f. ROOM NUMBER: The room where the work is to be performed.
 - g. EQUIPMENT NUMBER: If the request involves work on a piece of equipment that is bar coded, please indicate the equipment number.
 - h. DESCRIPTION: Provide a detailed description of the work to be completed. If necessary, attach any additional information.
 - i. JUSTIFICATION: If there is an instruction or regulation that requires this work be performed, please reference it here.
 - j. DEPARTMENT HEAD SIGNATURE: Only the department head or a designated representative shall authorize work requests.
4. Keep one copy of the request and submit the original to Facilities Management Department.
5. Upon receipt of the Work Request, Facilities Management Department will assign a number at the top for tracking purposes and complete Part II. If it is disapproved, it will be returned with justification.
6. Every month, departments will receive a report of the status of all work requests.
7. Any questions can be referred to the Facilities Management Department using the tracking number on the work request at extension 2732.

Enclosure (2)